

## Appendix E

### Signal Support Guidelines

This appendix expands the traditional roles for the Signal Corps. Table E-1 outlines the responsibilities at battalion, brigade, division, and corps among the user, functional manager, and the signal office/staff.

*Table E-1. Signal support responsibilities at battalion/brigade/division and corps.*

CORRESPONDENCE			
RESPONSIBILITIES	BN	BDE	DIV/CORPS
Staff supervision of correspondence recommending local procedures and conventions governing authentication (who, what, when, how)	Sig	Sig	Sig
Preparing correspondence	User	User	User
Establishing distribution schemes	Sig	Sig	Sig
Authenticating correspondence (authentication is defined as approved for release)	User	User	User
Reading file <ul style="list-style-type: none"> <li>● management</li> <li>● input</li> <li>● recommending local procedures governing reading files</li> </ul>	Staff User Sig	Staff User Sig	Staff User Sig
NOTE: Once the correspondence has been authenticated, it becomes "distribution" and then a "file."			

Table E-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

CLASSIFIED DOCUMENT CONTROL			
RESPONSIBILITIES	BN	BDE	DIV/CORPS
Staff supervision of classified document control recommending classified document policies, procedures, and inspections (see note)	Sig	Sig	Sig
Classification authority	User	User	User
Classified document distribution	Staff	Staff	Sig
Classified document storage	User	User	User
TOP SECRET repository	Staff	Staff	Sig
Classified document control as correspondence or file	User	User	User
Document destruction <ul style="list-style-type: none"> <li>• SECRET</li> <li>• TOP SECRET</li> </ul>	User Staff	User Staff	User Sig
<p>NOTE: Classified document control must apply in phases and areas of the IMA (for example, correspondence, printing/reproduction, distribution/mail, and file management). Because signal is so involved in classified document control and because of this area's criticality, another proponentcy -the intelligence community- must set and enforce the standards.</p>			
PRINTING			
<p>There is no printing capability at corps and below. If the need arises, signal forwards the request through signal channels to the appropriate (signal) organization. All signal offices are responsible for verifying correct formatting of materiel and requests. Signal has no involvement in tropographic and psychological operations at corps.</p>			
RESPONSIBILITIES	BN	BDE	DIV/CORPS
POC for any request to be forwarded	Sig	Sig	Sig

Table E-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

REPRODUCTION			
RESPONSIBILITIES	BN	BDE	DIV/CORPS
Staff supervision of reproduction recommending policies, procedures, and conventions	Sig	Sig	Sig
Copier management <ul style="list-style-type: none"> <li>● determining need for requirement</li> <li>● validating requirement</li> <li>● assisting/advising in satisfying the requirement</li> </ul>	User Staff Staff	User Staff Staff	User Sig Sig
Copier operation and user maintenance	User	User	User
PUBLICATIONS			
RESPONSIBILITIES	BN	BDE	DIV/CORPS
Staff supervision of publications recommending policies, procedures, and conventions	Sig	Sig	Sig
Publications account management consolidating, ordering, and distributing subordinate unit requests through the pinpoint distribution system. This function occurs only at the echelon owning the pinpoint account.	Staff	*User	*User
Identify publications requirement	User	User	User
Publications library <ul style="list-style-type: none"> <li>● not a mandatory requirement</li> <li>● when applicable, geared towards user's function (for example, S2 and maintenance).</li> </ul>	User	User	User
*Separate user pinpoint accounts			

Table E-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

FORMS			
RESPONSIBILITIES	BN	BDE	DIV/CORPS
Staff supervision of forms management <ul style="list-style-type: none"> <li>● recommending policies, procedures, and conventions</li> <li>● compiling, ordering, and distributing forms.</li> </ul> This function occurs only at the elements owning the pinpoint account.	Sig Staff	Sig Staff	Sig Staff
Requests for new forms <ul style="list-style-type: none"> <li>● recommending</li> <li>● approving</li> </ul>	User Staff/Sig	User Staff/Sig	User Staff/Sig
Adhere to forms usage policy <ul style="list-style-type: none"> <li>● includes use management</li> <li>● requesting resupply</li> </ul>	Staff/User User	Staff/User User	Staff/User User
FILES MANAGEMENT			
RESPONSIBILITIES	BN	BDE	DIV/CORPS
Staff supervision of files management recommending policies, procedures, and conventions	Sig	Sig	Sig
Files transfer to records holding area	Staff	Staff	Staff
Approval of file listings	Sig	Sig	Sig
Files maintenance	Staff/User	Staff/User	Staff/User
DISTRIBUTION			
RESPONSIBILITIES	BN	BDE	DIV/CORPS
Staff supervision of distribution recommending policies, procedures, and conventions	Sig	Sig	Sig

Table E-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

RESPONSIBILITIES	BN	BDE	DIV/CORPS
Internal HQ distribution <ul style="list-style-type: none"> <li>● distribution center operations</li> <li>● pickup of distribution</li> </ul>	Staff User	Staff User	Sig User
External distribution service <ul style="list-style-type: none"> <li>● recommending policies, procedures, and conventions</li> <li>● providing resources for necessary messenger service. (Maximum use is made of existing delivery systems (for example, Class I and V.))</li> <li>● coordinating resources for messenger service</li> </ul>	Sig User	Sig User	Sig User
Official mail <ul style="list-style-type: none"> <li>● official mail, internal distribution</li> <li>● censorship</li> </ul>	Staff User	Staff User	Sig User
NOTE: Mail may be categorized as official and personal; however, once official mail is reviewed by a unit, it becomes normal distribution. Personal mail remains mail, subject to postal regulation until delivered to the intended recipient. Official mail contains military information. Personal mail contains personal information or subject (sometimes to censorship).			
PRIVACY ACT			
RESPONSIBILITIES	BN	BDE	DIV/CORPS
Staff supervision of Privacy Act recommending policies, procedures, and conventions	Sig	Sig	Sig
POC for Privacy Act	Sig	Sig	Sig
Implementation of Privacy Act	User	User	User
FREEDOM OF INFORMATION ACT (FOIA)			
RESPONSIBILITIES	BN	BDE	DIV/CORPS
Staff supervision of FOIA recommending policies, procedures, and conventions	Sig	Sig	Sig

Table E-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

RESPONSIBILITIES	BN	BDE	DIV/CORPS
POC for FOIA	Sig	Sig	Sig
Implementation of FOIA	User	User	User
COMMUNICATIONS			
RESPONSIBILITIES	BN	BDE	DIV/CORPS
Determine specific communications requirements for joint and combined operations	Sig	Sig	Sig
Determine communications requirements for a heavy/light or integrated task force	Sig	Sig	Sig
Analyze/evaluate terrain using a map for signal site selection	Sig	Sig	Sig
Conduct signal site reconnaissance	Sig	Sig	Sig
Configure a signal node/site	Sig	Sig	Sig
Analyze communications systems and equipment outages	Sig	Sig	Sig
Prepare and update a signal estimate of the situation	Sig	Sig	Sig
Establish SOI	Sig	Sig	Sig
Implement SOI	User	User	User
Install, operate, and maintain CNR equipment	User	User	User
Identify unit communications requirements	User/Sig	User/Sig	User/Sig
Plan and coordinate communications operations, including preparing signal plans and orders	Sig	Sig	Sig
Coordinate with appropriate signal elements	User	User	User
Coordinate with appropriate units on signal support matters	Sig	Sig	Sig

Table E-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

RESPONSIBILITIES	BN	BDE	DIV/CORPS
Identify communications requirements for an EPLRS/JTIDS network	User/Sig	User/Sig	User/Sig
Install, operate, and maintain EPLRS/JTIDS user-owned and -operated equipment	User	User	User
Plan, design, and layout EPLRS/JTIDS network to include NCS-E/NCS-J (when fielded)	Sig	Sig	Sig
Identify and evaluate ECCM requirements and plans	Sig	Sig	Sig
Implement ECCM	User/Sig	User/Sig	User/Sig
Execute communications operations	User/Sig	User/Sig	User/Sig
Manage all frequencies	Sig/Staff	Sig/Staff	Sig/Staff
Manage COMSEC key distribution	User/Sig	User/Sig	User/Sig
Coordinate for signal support not available through organic assets	User/Sig	User/Sig	User/Sig
Plan the use of visual and audible signals	User/Sig	User/Sig	User/Sig
Protect communications equipment from EMP	User/Sig	User/Sig	User/Sig
Establish policies and procedures for signal and communications security	Sig	Sig	Sig
Follow policies and procedures for signal and communications security	User/Sig	User/Sig	User/Sig
<b>MSE</b>			
● plan, design, install, operate, and maintain an MSE communications network to include supporting transmission systems	N/A	N/A	Sig
● install, operate, and maintain user-owned terminal instruments (for example, telephones and facsimile machines)	User	User	User
● manage and control the MSE network	N/A	N/A	Sig
● maintain/update the MSE system database	Sig	Sig	Sig

Table E-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

RESPONSIBILITIES	BN	BDE	DIV/CORPS
<b>Improved Army Tactical Command and Control System (IATACCS)</b> <ul style="list-style-type: none"> <li>● plan, design, install, and operate an IATACCS, TRI-TAC based communications network to include supporting transmission systems</li> <li>● manage/control the IATACCS network</li> <li>● prepare and maintain a field operation telephone directory</li> <li>● install, operate, and maintain terminal instruments not user-owned and -operated</li> </ul>	N/A	N/A	Sig
	N/A	N/A	Sig
	Sig	Sig	Sig
	Sig	Sig	Sig
<b>Calibration program</b> <ul style="list-style-type: none"> <li>● manage calibration program</li> <li>● calibrate electronic equipment</li> </ul>	User ORD	User ORD	User ORD
<b>Maintenance</b> <ul style="list-style-type: none"> <li>● perform operator PMCS on communications equipment</li> <li>● perform organizational maintenance on signal unit communications equipment</li> <li>● perform organizational maintenance on communications equipment from other than signal units</li> <li>● evacuate communications equipment to next higher maintenance level</li> <li>● perform DS and higher maintenance on communications equipment</li> </ul>	User	User	User
	Sig	Sig	Sig
	ORD	ORD	ORD
	User/Sig	User/Sig	ORD
	ORD	ORD	ORD
NOTE: MSE unique communications equipment is evacuated by ordinance to the nearest regional support center.			
<ul style="list-style-type: none"> <li>● maintain repair parts stockage for communications equipment</li> <li>● plan, install, and operate all noncommunications electrical systems (for example, lighting, power security, intelligence, and entertainment systems)</li> <li>● perform organizational maintenance for all noncommunications electrical systems</li> </ul>	User	User/ORD	ORD
	User	User	User
	Sig	Sig	Sig



Table E-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)

AUTOMATION			
RESPONSIBILITIES	BN	BDE	DIV/CORPS
<b>Planning and Advising AIS</b> <ul style="list-style-type: none"> <li>● establish standards for the design and implementation of locally developed AIS</li> <li>● develop information requirements/needs</li> <li>● establish priorities for information</li> <li>● allocate automation devices</li> <li>● develop continuity of operations plan (COOP)</li> <li>● plan WAN</li> <li>● design database</li> <li>● determine initialization information for devices and databases</li> <li>● advise user regarding AIS</li> </ul>	Sig  Staff/User Staff/User Staff Sig Sig Staff/User User  Sig	Sig  Staff/User Staff/User Staff Sig Sig Staff/User User  Sig	Sig  Staff/User Staff/User Staff Sig Sig Staff/User User  Sig
<b>Installing AIS</b> <ul style="list-style-type: none"> <li>● install equipment for operation</li> <li>● install local area network (LAN)</li> <li>● coordinate interface requirements with communications network</li> <li>● define standards for interface network</li> <li>● load system and functional software</li> </ul>	User User User  Sig User	User User User  Sig User	User User User  Sig User
<b>Operating AIS</b> <ul style="list-style-type: none"> <li>● operate functional AIS</li> <li>● perform basic word processing and spreadsheet functions</li> <li>● update and manipulate databases</li> <li>● backup and restore databases</li> <li>● employ automation security procedures</li> <li>● supervise AIS network operations</li> <li>● develop and produce unique reports for commander/staff</li> <li>● control software versions</li> </ul>	User User  User Staff/User Staff/User Staff/User Staff/User User  Sig/Staff	User User  User Staff/User Staff/User Staff/User Staff/User User  Sig/Staff	User User  User Staff/User Staff/User Staff/User Staff/User User  Sig/Staff
<b>Maintaining AIS</b> <ul style="list-style-type: none"> <li>● perform operator maintenance</li> <li>● perform unit level maintenance/evacuation</li> <li>● troubleshoot and isolate faults to hardware or software</li> </ul>	User Sig User	User Sig User	User User User

*Table E-1. Signal support responsibilities at battalion/brigade/division and corps. (continued)*

RESPONSIBILITIES	BN	BDE	DIV/CORPS
<b>Training of AIS</b>			
conduct operator/crew training	*User	*User	*User
*Signal assists			